

DELAWARE TRANSIT CORPORATION

POSTING NO. 010-2021

POSITION VACANCY POSTING

DATE OF POSTING August 21, 2020

CLOSING DATE September 4, 2020

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **July 15, 2020**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 0226

POSITION TITLE Maintenance Supervisor

PAY GRADE 13

PAY RANGE \$45,184 - \$67,777
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Sussex County

DEPARTMENT: Transportation

SECTION: Maintenance

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CLASSIFICATION: FULL TIME X PART-TIME _____

SCHEDULED HOURS 1:30 pm – 11:00 pm

SCHEDULED DAYS: Tuesday - Saturday
Sunday & Monday Off

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SUMMARY OF POSITION:

The Maintenance Supervisor is responsible for the safe and efficient operation of a Delaware Transit Corporation's (DTC) industrial work facility. The incumbent is responsible for the direct supervision of maintenance personnel, assists in the preparation of the daily/weekly maintenance pre-plan, prepares and maintains accurate records and controls the use of assets to achieve quality production levels.

The application must specifically address the qualifications, skills and experience outlined in the position's job description.

JOB DESCRIPTION AND APPLICATIONS: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an Equal Opportunity Employer. Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

Maintenance Supervisor

Department: Maintenance
Exemption Status: Non-Exempt
Paygrade: 13

Reports to: Assistant District Maintenance
Essential Position: Yes
Issue Date: 01/01/2020

JOB SUMMARY: The Maintenance Supervisor is responsible for the safe and efficient operation of a Delaware Transit Corporation's (DTC) industrial work facility. The incumbent is responsible for the direct supervision of maintenance personnel, assists in the preparation of the daily/weekly maintenance pre-plan, prepares and maintains accurate records and controls the use of assets to achieve quality production levels.

ESSENTIAL FUNCTIONS:

Position Specific:

- Assist in the preparation of the daily/weekly maintenance pre-plan
- Ensure the efficient use of resources to achieve quality production levels
- Assist in determining minimum/maximum stock level requirements in conjunction with established procedures
- Ensure accurate and timely input of information into monitoring and analysis reports
- Inspect work area for cleanliness, inoperable equipment and problem areas
- Review requisitions from inventory against appropriate work orders to ensure accuracy
- Supervise the issuance and control of company-owned tools, equipment, and supplies
- Review consumption reports, road calls, work orders, and Operator defect reports
- Direct and oversee the training and development of assigned staff

Technical Skills:

- Perform maintenance and repair functions on vehicles to supplement production of maintenance personnel
- Prepare work orders based upon review of consumption reports, road calls, work orders, and Operator defect reports
- Control the use of assets to achieve quality production levels
- Observe technician's skill levels to determine and recommend training topics for each to the Assistant District Maintenance Manager

Collaboration:

- Maintain regular contact with internal and external stakeholders to coordinate work functions
- Participate in meetings and committees as assigned

Management:

- Responsible for productivity of assigned shift

- Directly supervise a diverse workforce as assigned to ensure an efficient and productive operation
- Foster a diverse and inclusive workplace environment

Policies:

- Monitor employee adherence to work rules in accordance with the terms of the collective bargaining agreement and DTC policy

Compliance:

- Ensure compliance with established policies and procedures and state, federal, and local laws and regulations

Performs other duties as requested by Senior Management

QUALIFICATIONS: The Maintenance Supervisor must have extensive knowledge in the field of heavy-duty vehicle maintenance, including comprehensive knowledge of the most effective methods, materials, tools and practices in the field. The ability to manage the application of current and evolving information technology to the workload is also required.

SKILLS AND ABILITIES: Demonstrate strong motivational, time management, problem-solving and organizational skills. Ability to set priorities and present and speak publicly. Ability to be detail-oriented. Ability to work independently under general supervision. Ability to exercise independent judgement and to keep information confidential. Ability to organize complex materials and manage multiple projects. Skills in building relationships with stakeholders.

COMPUTER SKILLS: Demonstrated proficiency in Microsoft Office software products specifically Excel, PowerPoint and Word. Must possess a working knowledge of maintenance data systems software.

CUSTOMER SERVICE SKILLS: Strong interpersonal skills to foster teamwork and create positive connections with customers. Establish and meet goals to increase efficiency improving customer service.

MINIMUM EDUCATION AND EXPERIENCE: High School diploma or equivalent and a minimum of five (5) years progressive and practical experience in maintenance operations. Knowledge and ability to direct and perform the repairing, testing, diagnosis and removal/installation of various types of mechanical units, assemblies and sub-assemblies.

REQUIRED CERTIFICATES/REGISTRATIONS: Valid Commercial Driver's License (CDL): CDL Class B with Passenger Endorsement or permit, no air brake restrictions.

LANGUAGE SKILLS: Excellent verbal and written communication skills. Ability to read, analyze and interpret common business journals, financial reports and light legal documents. Ability to respond to inquiries. Ability to produce written and/or oral reports and to create and present information. The ability to interpret manuals, research mechanical and electrical components, and prepare and maintain accurate written reports is essential. Bilingual a plus.

MATHEMATICAL SKILLS: Ability to work with significant mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to maintain a level and appropriate business demeanor.

PHYSICAL CAPABILITIES: The physical capabilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: How much on-the-job time is spent in the following physical activities?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x	x	
Walk		x	x	
Sit		x	x	
Use hands to finger, handle or feel				x
Reach with hands and arms		x	x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x

Does this job require that weight be lifted, or force be exerted?

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x	x		
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements?

No special vision requirements.

Does this job have any special hearing requirements?

No special hearing requirements.

ENVIRONMENTAL CONDITIONS: The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ♦ How much exposure to environmental conditions does this job require? **NONE**
- ♦ How much noise is typical for the work environment of this job? **MODERATE**

Note: This Job Description may not describe all the job responsibilities and standards assigned to this position. They may change from time to time.